NOVA SCOTIA GAMING CORPORATION

Routine Access Policy

1. POLICY STATEMENT

This "Routine Access" policy for the Nova Scotia Gaming Corporation ("NSGC") is designed to provide persons with an opportunity to obtain certain categories of records without having to submit a Freedom of Information and Protection of Privacy Act ("FOIPOP Act") Application. It shall be administered in accordance with the following principles:

a) Personal Privacy

The policy shall be applied in a manner which will be considerate and protective of the personal privacy of individuals and records subject to this policy shall be considered for release and severing in a manner consistent with the provisions of the FOIPOP Act.

b) Timeliness

NSGC will respond to requests made under the Routine Access Policy in a reasonable and timely fashion.

c) Cost Recovery

Fees for the reproduction and provision of records may be charged where authorized by policies, regulations, or statutes.

d) Transparency

This policy shall be made available to the public.

e) Reasonableness

This policy shall apply to requests for reasonable quantities of records.

2. DEFINITIONS

- Routine Access is the routine or automatic release, in full or in part, of certain types of administrative or operational records as a matter of course in response to a request without the need for a formal application for records under the FOIPOP Act.

- Active Dissemination is the periodic and proactive release of information or records in the absence of a request using mechanisms such as the Internet, libraries, etc. Information available on the NSGC Website is referenced in Appendix "A".

- FOIPOP Access is the release of a record in response to a formal FOIPOP application made under the Freedom of Information and Protection of Privacy Act.

- A Record "includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records" in accordance with s. 3(1) (k) of the FOIPOP Act.

3. POLICY OBJECTIVES

- The objective of the implementation of this policy is the accessibility of certain records routinely without additional administrative time being required of staff to fulfill "Routine Access" requests. It is also to provide a greater certain of access for those requesting information, and reflect the spirit of openness and accountability of the FOIPOP Act.

4. APPLICATION

- This policy shall apply only to requests for reasonable quantities of records and shall not apply to a requests for more than 50 pages of records in a particular category and/or time period. Repetitive requests by an individual for significant volumes of records or the separation of a request into several small requests totalling a large volume, shall not be subject to the policy. It is important to ensure that the application of the Routine Access Policy of the public body not unduly interfere with the day-to-day operations of the public body.

- Requests made under Routine Access do not apply to information subject to exemptions under the FOIPOP Act.

- Routine Access requests only apply to information created after October 23, 2003.

- Personal information will be severed with the same criteria and in the same manner as requests made under the FOIPOP Act.

5. POLICY DIRECTIVES

- This policy will be communicated to all NSGC staff and a copy provided to both the FOIPOP Administrator and

Communications Manager.

- The policy will be posted on the NSGC Website.

- Requests under this policy will be forwarded to and processed by the FOIPOP Administrator.

- A tracking system will be kept for compliance and auditing purposes to track the requests made and records provided under this policy.

6. POLICY GUIDELINES

- Once a request for "Routine Access" to a particular record, or set of records, has been received, it shall be forwarded to the FOIPOP Administrator, who shall review the request and determine if the record(s) are listed in Appendix "B".

- If the policy does not apply to the request, a response to the applicant shall be provided promptly and shall indicate what other avenues may be available to obtain the information (e.g. FOIPOP Application).

- If the policy applies to the request, the records shall be provided to the applicant within a reasonable period of time, but no later than 30 days from receipt of the request.

7. ACCOUNTABILITY

- The President & CEO is responsible for:

    a. approval of this policy;
    b. implementation of this policy;
    c. annual review and approval of revisions to the policy; and,
    d. ensuring that employees follow the policy, including directives, guidelines and procedures.

- The FOIPOP Administrator is responsible for:

    a. processing requests for information under this policy;
    b. reviewing the policy annually and recommending and necessary revisions to the President & CEO; and,
    c. tracking the requests made and records provided under this policy.

- Employees are responsible for following the policy, including directives, guidelines and procedures.

8. COMPLIANCE

- The FOIPOP Administrator shall be responsible for ensuring the compliance with this policy.

9. EVALUATION

- The "Routine Access" Program established under this policy shall be evaluated on an annual basis by the FOIPOP Administrator.

10. REFERENCES

- Requests made under this Policy will be subject to the following:

    a. Section 27 of the FOIPOP Act which sets the parameters for dealing with personnel information; and,
    b. Section 22 of the Gaming Control Act which requires NSGC to swear an Oath of Office as prescribed in s. 25 of the Casino Regulations.

11. INQUIRIES

- FOIPOP Administrator, Nova Scotia Gaming Corporation, 902-424-2203

12. APPENDICES

- Appendix A: Schedule of Information provided through Active Dissemination
- Appendix B: Schedule of Records Available through Routine Access

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Approved October 22, 2003

Information Available through Active Dissemination

- The following categories of information are disseminated on NSGC's Website:

    1. NSGC Overview

        - Who NSGC is/role
        - High-level Financial Information
        - Gaming Benefits
        - Effective Management Practices
        - Board of Director Information

    2. General Product Information

- Video lottery
- Ticket lottery
- Casinos

3. Responsible Gaming Information
4. Legislation and Regulations
5. Annual Report
6. Press Releases
7. Related Links
    - Atlantic Lottery Corporation
    - Casino Nova Scotia
    - Problem Gambling Resources
    - Lottery Corporations and Associations
    - Gaming Research
    - Gaming Publications
    - Nova Scotia Alcohol and Gaming Authority
8. Contact Information
    - Communications
    - Responsible Gaming
    - Operations

Information Available through Routine Access Policy

- The following information shall be available, subject to the exclusion of personal information and/or any other information required to be exempted under the FOIPOP Act:

1. Human Resource Information
    - organizational Chart with position titles;
    - job descriptions;
    - Human Resources policies (vacation, hours of work);
    - personal service contracts of individuals not appointed pursuant to the Civil Service Act, excluding personal information and service or product trade secrets; and
    - secondment agreements both within and outside Government, excluding personal information.
2. Finance and Administration Information
    - leases;

- NSGC contracts for goods and services;
- individual expense claims for a three-month period within a current fiscal year (up to a maximum of three individuals);
- leasehold improvement information (for renovations carried-out within the previous six months);
- cost of special or specific events (e.g. luncheons, training) within three months of the event having occurred;
- overtime expenditures; and
- expenditure reports by category in a current fiscal year (e.g. salary or travel) up to a maximum of three reports per current fiscal year.

3. General

- Readily available information related to the operation of ticket lotteries, video lotteries and casinos; and
- Studies or reports on gaming.